LIBRARY SERVICES AND TECHNOLOGY ACT
IDAHO STATE PLAN
FY2003 – 2007
2004 Revision

MISSION

The Idaho State Library assists libraries to build the capacity to better serve their clientele. We
- foster and promote library services in the state of Idaho,
- promote and facilitate the establishment, use, and cooperation of libraries throughout the state so all Idahoans have access to the resources of those libraries, and
- support or deliver statewide library programs and services.

NEEDS ASSESSMENT

In 1998 the State Library invited librarians, library trustees, legislators, community leaders, and interested citizens, to participate in one of six Regional Futures Conferences held across the state. Facilitated by Glen Hiemstra of Hiemstra International, participants worked through a preferred futures planning process and created a list of concepts for future library services in Idaho. The concepts from the regional meetings were the ground work for the final team of 60 individuals to refine and develop Idaho's Library Future, the basis for long term statewide development goals. (Column 1, Table 1, Page 3)

These goals are still relevant, worthwhile, and challenging. The gap between where the Idaho library community is now and the description of its preferred future defines the need of statewide library development. The State Library has numerical data that documents some of these needs including the percentage of the population unserved by public libraries and the FSCS public library statistics for services and expenditures. Little data on Idaho school libraries exists. However, Idaho has a relatively small number of libraries and the State Library has an active development staff.

Information about and assessment of needs come regularly from various sources, as listed in Table 1, page 3. These sources are:
- LSTA Advisory Council
- LiLI (Libraries Linking Idaho) Board
- Idaho Library Association events, and

- State Library development staff contact with library directors, staff, and governing boards during site visits, training sessions, and regional or consortia meetings.

The results of findings of any analysis are shared with the Idaho library community through listserv messages, State Library Newsletter articles, presentations at association conferences or discussion in meetings with appropriate groups. Tentative plans call for another statewide planning event similar to the 1998 Futures Conference in 2005 to gather broad-based input on progress and needs.

LSTA Purposes

Proposed purposes for Federal LSTA (New purposes)
1. *Expanding services for learning and access to information and educational resources in a variety of formats in all types of libraries for individuals of all ages;*
2. *Developing library services that provide all users access to information through local, State, regional, national and international electronic networks;*
3. *Providing electronic and other linkages among and between all types of libraries;*
4. *Developing public and private partnerships with other agencies and community-based organizations;*
5. *Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and*
6. *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.*

Numbers have been attached to the LSTA purposes above. The numbers are used on Table 1, page 3 to identify the appropriate LSTA purpose for the solutions identified that address the need. These numbers are also utilized on pages 6, 9, and 11 to identify the LSTA purpose that supports the Goal to which that number is attached.

Customer Needs – Benefits - Solutions

Table 1

Number	Idaho Preferred Future *Customers Need*	Benefit	Prioritized Recommended Solutions	LSTA Purpose	Data Source	Analysis
1	Continuous access and service to anyone, anywhere, anytime. *All Idaho residents need ready access to library services & resources.* *Access is the ability to enter, approach, communicate with, or pass to and from.*	Develops universal access to library services for all Idahoans	• Establish new & larger library districts • Offer 24 hour / 7 day access to library resources. • Establish more outlets & access points, both physical & electronic. • Develop better & more consistent school library services.	6 6 6 6	FSCS Pub. Lib. Stats. Various sources	Annual " " Continuous
2	Boundary-less, organic network with uniform interface *All Idaho libraries need access to networked services and shared resources to serve their communities well.*	Makes sharing of resources universal & builds regional library consortia/networks connected electronically	• Expand & develop consortia of all types of libraries. • Look for & create opportunities for cooperation. • Share technology expertise among libraries.	1 1 5	Various Sources	Continuous
3	Cutting edge technology, gateway to the world. *All Idaho residents need ready access to information technologies.*	Develops libraries as leaders in the application of appropriate technology to information access & provides local access to global information	• Promote planning for technology. • Establish formal consortia statewide. • Ensure that every library has adequate Internet access. • Ensure that every library has adequate public & staff. • Provide ongoing training for staff & patrons.	2 2 3 2 1 1	Various Sources	Continuous
4	Fantastic, flexible, functional, fun facilities at heart of the community *Idaho library facilities are in need of rebuilding and renovation to provide patrons a functional facility that is fun to go to, with increased flexibility over the facilities of the past.*	Develops a vision of what fantastic library facilities are	• Conduct a facility needs assessment. • Upgrade library facility standards for all types of libraries. • Share information from libraries' successes. • Create models for fantastic facilities – blueprints, workshops, video, vision sessions.	N/A N/A 4 6	Various Sources	Continuous
5	Common, stable, creative public/private funding	Establishes stable & broad-based funding for	• Provide training in identifying/ developing funding sources &	6	Various Sources	Continuous

Customer Needs – Benefits - Solutions

		library services.	strategies. • Create a statewide library foundation. • Create a statewide Friends group. • Pursue other granting sources. • Identify non-property tax funding sources. • Create vehicle for attaining & administering private funds on continuing basis.	N/A N/A N/A N/A N/A		
6	Politically organized and coordinated library community.	Develops a coordinated marketing/advocacy approach to support preferred future activities & increases interaction and communication among all types of libraries	• Aggressively market our preferred future. • Heighten profile of libraries within communities, & in political arena (city councils, county commissions, state legislature, etc) • Use futures process at local library with trustees & governing officials. • Provide marketing training – skills & techniques • Develop an advocacy campaign for school administrators & boards. • Develop partnerships with public & private entities at the state, regional, & local levels that support our preferred future. • Encourage more interaction among library boards. • Create incentives for collaboration, partnerships, cooperative agreements, & pooling resources among different types of libraries. • Design activities to increase communications, formalize multi-type meetings. • Recognize creativity, risk-taking & progress in the library community.	1 1 1 1 4 4 4 4 4 1	Various Sources	Continuous
7	Coordinated continual learning for staff and patrons.	Develops a highly professional Idaho library	• Implement statewide, regional, & consortia continuing library education	1		

Customer Needs – Benefits - Solutions

		community & develops more knowledgeable, information-literate patrons.	programs to support our preferred future. • All libraries establish continual training, assessment, planning cycles. • Develop orientation & training programs for patrons in a variety of formats.	1 1	Various Sources	Continuous

The numbers in column 1 of the above table identifies a specific need. These numbers are utilized in the goal tables on pages 6, 9, and 11, to identify the need addressed by that goal.

Goals 1 – All Idahoans have access to library services.

NO.	GOAL	For Whom:		Where we begin	
1	**All Idahoans have access to library services** *Access means the ability to enter, approach, communicate with, or pass to and from.*	Staff and governing bodies of public, school and academic libraries as well as Idaho citizens interested in establishing library services or in need of information.		2002 LSTA Evaluation reported 85.8% of Idahoans now live in a public library taxing jurisdiction. We have inadequate data on school library services.	
		LSTA Priorities addressed	**Idaho Need addressed**		
		1, 5,& 6	1, 5 & 7	**Goal Time Line:**	Ongoing

Identified strategies	• **Develop universal access to library services for all Idahoans using both virtual and physical means.** • **Increase awareness of existing and potential library services.** • **Increase interaction and communication among all types of libraries at the state, regional, and local levels.**

What will be done	How we plan to do it.	OUTCOME	Indicator for the outcome
A. Extend tax-supported public library districts throughout the state so all residents are served.	1) Administer grant funds for projects that lead to creation and funding of library districts statewide, including demonstration districts, and establishment, consolidation, or annexation projects. 2) Provide consulting services, continuing education, and grants assistance to libraries and communities interested in district establishment, consolidation, or annexation. 3) Strategically address the un-served areas of the state.	1) An increased percentage of unserved Idahoans have an opportunity to vote for the establishment of or annexation to a library district.	1) # of unserved areas that form assessment committees to investigate districting. 2) # & % of assessment committees that achieve their goals. 3) # & % of Idahoans living in a public library jurisdiction will increase by .5% each year.
B. Build the capacity of libraries to offer 24 hour/ 7 day access to library resources.	1) Administer grant funds for projects that develop more outlets and access points for the public, both physical and electronic. 2) Coordinate statewide access to a strong collection of broad interest, full text electronic resources. 3) Coordinate statewide access to a virtual online catalog of Idaho	1)Idaho citizens have access to library information resources 24 hours a day, 7 days a week.	1) # ~~and %~~ of public libraries with web-accessible catalogs will increase ~~by 12%~~ to 60%. 2) # and % of logons/session to the LiLI databases will increase by 2% over the previous year. 3) # ~~and %~~ of library staff indicating in

	resources.		survey responses that the LiLI databases have helped them to meet the information needs of their patrons will increase to 80%. 4) # and % of libraries with access to OCLC's WorldCat on FirstSearch to access the holdings of Idaho's libraries will increase to 50%.
	4) Maintain and expand the State Library website and sub-webs as valuable information access points. 5) Expand the number and type of electronic resources (online, digital, web, virtual reference, etc) 6) Provide consulting services and continuing education to libraries planning or implementing 24/7 services.		
C. Establish shared responsibility for publicly-funded library services through an ongoing program of state support.	1) Continue to work for state support of library services. 2) Investigate and analyze ideas for new public funding options.		
D. Coordinate statewide plans and programs for targeting library services to those groups or areas with the greatest needs. Build the capacity of libraries to better serve their underserved populations	1) Conduct periodic needs assessments, collect, analyze, and disseminate relevant statistical and baseline data on Idaho libraries and their services. 2) Conduct a statewide planning event by 2005. 3) Administer grant funds to develop cooperative programs with community partners and outreach services targeted at identified special underserved populations. 4) Provide consulting services and continuing education to libraries targeting special underserved populations.		

Goals 1 – All Idahoans have access to library services.

E. Build the capacity of libraries to better serve those who cannot use standard print materials.	1) Continue to Partner with ~~local~~ Idaho libraries and advocacy groups to increase use of TBL services. 2) Provide consulting services and continuing education to libraries planning services to those unable to read standard print materials. 3) Administer grant funds for projects targeted at those unable to read standard print materials. 4) Develop and implement recommendations of the Talking Book Advisory Committee.	1) Librarians and partners demonstrate knowledge of Talking Book Library services.	1) % and # of the ~~librarians and partners~~ participants who are able to list eligibility criteria for ~~who attend the training who each refer at least 3 eligible people to the~~ Talking Book Library.
F. Build the capacity of libraries to enhance the literacy skills of people of all ages and that promote reading.	1) Continue the statewide Read to Me early literacy initiative to promote reading and libraries. 2) Plan, coordinate, and promote statewide reading programs. 3) Administer grant funds for projects that support library literacy programs. 4) Provide consulting services and continuing education to libraries planning and implementing literacy projects.	1) More libraries provide early literacy information, programs and services through outreach to at-risk families or children or to those who have difficulty using the library in their communities.	1) % and # of public libraries that implement new early literacy outreach programs /services. 2) % and # of public libraries that sustain established early literacy outreach programs/services. 3) % and # of public libraries that establish a partnership with a community organization to support early literacy. 4) % and # of public libraries that sustain or strengthen a partnership with a community organization to support early literacy.
G. Provide development services to the library community to improve library services and management.	1) Provide consulting services to libraries to support current priorities and needs. 2) Implement the statewide plan for continuing library education. 3) Increase libraries' awareness of the programs and services available to them. 4) Promote the concepts of Idaho's Preferred Library Future.	1) Libraries statewide have increased capacity to provide good library services to their clientele	1) # of librarians participating in Summer Institute measured at the end of the event. 2) # of participants in CE workshops focusing on building library services. 3) # & % of workshop participants who respond they have made changes in their library procedure or services as a result of participating in teleconferences, workshops ~~attended~~, mini-grant activities, or other types of

Goals 1 – All Idahoans have access to library services

			CE activities, measured 6 months after each event.
H. ~~Implement the statewide plan for continuing library education~~	~~This plan is currently under development.~~	Moved to G above.	Moved to G above.
H. Build the capacity of schools to provide school library media programs.	1) Collaborate with the Department of Education to strengthen support for school libraries. 2) Facilitate the implementation of the strategic plan for strengthening school library services. 3) Make opportunities to promote the benefits of school library services. 4) Identify specific services, programs, and projects that State Library can provide.		
I. Build the capacity of libraries to better serve their clientele in accessing ~~state documents~~, information by, and about state government.	1. ~~Develop criteria for capturing electronic state documents.~~ 2. ~~Develop timeline for adding URLS and hotlinks to the opac.~~ 3. Provide Depository Libraries with state documents in hard copy format and URLS to state documents in electronic format. 4. Explore amended state statute to better address issues of identification of and access to state documents. 5. Explore digitization of state documents.		
J. Purchase computers and other technology when needed to implement the activities under this goal.			

Goals 2 – All libraries participate in a statewide network of libraries that provides Idahoans with local access to global information.

NO.	GOAL	For Whom:		Where we begin	
2	**All libraries participate in a statewide network of libraries that provides Idahoans with local access to global information.**	Staff and governing bodies of public, school and academic libraries as well as the citizens of Idaho.		2002 LSTA Evaluation reported Internet connectivity in Idaho public libraries at 97%. Of Idaho citizens that have access to library services, 71% or 792,674 are served by a library that participates in a shared network.	
		LSTA Priorities addressed	**Idaho Need addressed**		
		1, 4, & 3	1, 2, & 3	**Goal Time Line:**	On going

Identified strategies	• **Make sharing of resources universal among Idaho libraries.** • **Build regional library consortia/networks and link them together so all libraries are connected electronically.** • **Develop libraries as leaders in the application of appropriate technology to information access.** • **Increase awareness of existing and potential library services.** • **Increase interaction and communication among all types of libraries at the state, regional, and local levels.**

What will be done	How we plan to do it.	OUTCOME	Indicator for the outcome
A. Implement the statewide LiLI plan for networking and resource sharing.	1) ~~Maintain and expand the Libraries Linking Idaho (LiLI) subweb as the entrance to the Idaho network of libraries.~~ 2) ~~Coordinate statewide access to a strong collection of broad interest, full text electronic resources~~. Provide a strong collection of broad-interest electronic resources so Idaho citizens will have continuous (24/7) access to a range of information sources (LiLI IV-A) 3) Coordinate the development of a statewide ~~access to a~~ virtual ~~online~~ catalog ~~of Idaho resources~~ providing a uniform interface for easy, 24/7 electronic access to the bibliographic holding in Idaho libraries. (LiLI IV-B). 4) ~~Promote and facilitate development and expansion of regional library networks.~~ Develop and expand regional library networks and consortia to facilitate expanded	1) Idaho library community has an increased awareness of statewide networking and resource sharing activities.	1) The # and % of Idaho libraries that are ~~a~~ members of a library consortium. 2) # & % of Idaho libraries that share in a networked automated system with other Idaho libraries. 3) # & % of Idaho libraries that participate in a statewide reciprocal borrowing program ~~agreement with other Idaho libraries~~.

Goals 2 – All libraries participate in a statewide network of libraries that provides Idahoans with local access to global information.

	access to information to Idaho citizens and the implementation of LiLI programs statewide. (LiLI III-A) 5) ~~Provide statewide document delivery through a system of regional hubs and local subroutes.~~ Develop a statewide delivery service to move library materials throughout the state to increase the efficiency of resource sharing among Idaho libraries. (LiLI IV-C). 6) ~~Expand walk-in access to publicly-funded libraries through a statewide reciprocal borrowing program.~~ Coordinate reciprocal borrowing activities in Idaho libraries to allow citizens to enter any publicly funded library to check out materials. (LiLI IV-D). 7) ~~Implement a remote, electronic ILL system throughout the library community.~~ Implement electronic interlibrary loan practices throughout the library community to increase information access to Idaho citizens (LiLI IV-E). 8) ~~Develop statewide plans for training and education as part of implementation of any new LiLI service.~~ 9) ~~Provide for support of technology implemented at the state level.~~		
B. Build the capacity of Idaho libraries to participate in statewide networking and resource sharing, consistent with the LiLI plan.	1) Administer grant funds to support statewide networking and resource sharing. 2) Provide consulting services and continuing library education to support statewide networking and resource sharing. 3) Develop and implement a campaign to promote the benefits of networking and resource sharing to the library community. 4) Support advisory groups as needed to provide input on networking and resource sharing issues and plans. 5) Collect, analyze, and disseminate relevant		

Goals 2 – All libraries participate in a statewide network of libraries that provides Idahoans with local access to global information.

	statistical and baseline data on Idaho libraries networking and resource sharing. 6) Encourage local libraries to address networking, resource sharing, and the use of technology in their service plans. 7) Find and make opportunities to advocate for library networking.		
	8) Develop and promote programs, pilot projects, and informational publications that model resource sharing practices. 9) Develop and support the use of the LiLI sub-Web as a portal to LiLI information for the Idaho library community and all Idanoans (LiLI III-A) 10) Provide continuing education so the Idaho library community and Idahoans will have the knowledge and skills needed to use LiLI and other networked services. (LiLI III-B)	1) Idaho libraries will demonstrate a commitment to resource sharing.	1) The # and % of Interlibrary Loans by Idaho public and academic libraries will increase by 2% over the previous year as reported in annual statistics.
C. Purchase computers and other technology when needed to implement the activities under this goal.			

Goals 3 – ~~The Idaho library community is recognized as providing effective services to fill all types of information needs~~ Idaho libraries are recognized as valuable community and statewide resources.

NO.	GOAL	For Whom:		Where we begin
3	**~~The Idaho library community is recognized as providing effective services to fill all types of information needs.~~ Idaho libraries are recognized as valuable community and statewide resources.**	Staff and governing bodies of public, school and academic libraries as well as the citizens of Idaho.		2002 LSTA Evaluation reported an Advocacy Coordinator was hired who developed workshops, radio, television PSA's, newspaper ads & flyers, as well as State Library Newsletter articles highlighting creative & risk-taking characteristics that could be used to promote library projects & services.
		LSTA Priorities addressed	**Idaho Need addressed**	
		1 & 4	5, 6, 7, & 8	
				Goal Timeline: Ongoing

Identified Strategies:	• Work for stable and broad-based funding for library services.
	• Increase awareness of existing and potential library services.
	• Increase interaction and communication among all types of libraries at the state, regional, and local levels.
	• Develop a highly professional Idaho library community.
	• Promote a vision of fantastic facilities as part of our preferred future.
	• Encourage libraries to collaborate with other organizations, agencies, and business.
	• Develop training and technical support for outcome based evaluation.

What will be done	How we plan to do it.	OUTCOME	Indicator for the outcome
A. Promote and advocate for library programs and services statewide.	1) Implement ~~Coordinate~~ statewide library awareness plans and programs ~~and opportunities~~.	1) Libraries increase the use of Outcome Based Evaluation as a tool to evaluate programs and services.	1) # & % of libraries that complete the State-wide Outcomes Based Evaluation training ~~measured after the 6 location trainings are completed.~~ 2) # & % of libraries who submit LSTA grant applications with outcomes identified. Measured on the due date of the final LSTA applications. 3) # & % of libraries who utilize outcome evaluation in their evaluation of library programs.
	2) Distribute information about library news, accomplishments, and trends through the State Library	2) Idaho librarians and trustees have increased awareness of State Library services, trends,	1) # & % of libraries running newspaper ads editorials, columns, and newspaper features ~~and published news releases promoting library programs, services or~~

IDAHO STATE PLAN, 2003-2007
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13
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Goals 3 – ~~The Idaho library community is recognized as providing effective services to fill all types of information needs~~ Idaho libraries are recognized as valuable community and statewide resources.

	Newsletter, Idaho Trustee News, the State Library's ~~home page~~ web-site, the LibIdaho listserv, press releases, and other available means.	accomplishments, and resources within the Idaho library community. 3) Idahoans have increased awareness of libraries and the services they provide.	~~projects.~~ 1) ~~# & % of libraries who report they are better informed about library issues or have improved services as a result of the ISL Newsletter, Trustee News or ISL information obtained through Libidaho.~~ 2) # & % increase of library staff or trustees who subscribe to LibIdaho. 3) # of teenagers who log in to LiLI as the result of a September awareness campaign.
	3) Administer grant funds for advocacy projects. 4) ~~Provide consulting services and continuing education to support libraries working on developing program and service campaigns.~~ 4) Develop and advocacy component for all statewide programs.		
B. Build the capacity of libraries to Heighten their profile ~~of libraries~~ within their communities ~~in the state~~, and in the political arena.	1) Educate local and state officials about the library's role in the local community. 2) Provide consulting services and continuing education to libraries in marketing and advocacy and campaign organization. 3) Recognize creativity, risk taking, and progress in the library community. 4) Assign Public Information officer to create newsletters, web-information and disseminate information to the library community.	1) ~~Citizens~~ Librarians will ~~visit their local library to take advantage of statewide programs~~ ask candidates and ~~other resources~~ elected officials questions about library support. 2) Librarians will learn how to market their programs and services.	1) # & % of workshop participants who report a change in their ~~marketing or~~ advocacy strategies as a result of the workshop within 6 weeks after attending the session. 2) ~~# & % of libraries reporting participation in suggested activities.~~ 3) # & % of libraries ~~getting stories published~~ running newspaper ads, editorials, columns, and newspaper features. ~~in their local newspapers.~~ 4) ~~# & % of libraries tying into the statewide marketing plan.~~ 5) ~~# & % of libraries who use strategies to initiate other marketing initiatives.~~

IDAHO STATE PLAN, 2003-2007   **14**

Goals 3 – ~~The Idaho library community is recognized as providing effective services to fill all types of information needs~~ Idaho libraries are recognized as valuable community and statewide resources.

C. Build the capacity of libraries to improve their facilities.	1) Access the facilities needs of publicly-funded libraries. 2) Share information from libraries' successes with improving facilities. 3) Provide consulting services and continuing education to support facilities improvement.		
D. Collaborate with other agencies and groups that have goals consistent with ~~those of the Idaho library community~~ our Preferred Library Future.	1) Monitor state and local government, association, and community activities to identify relevant groups and trends. 2) Develop partnerships with public and private entities at the state and regional levels ~~that support our preferred future~~. 3) ~~Review and assess relationships and activities with relevant groups.~~ 3) Provide consulting services and continuing education to libraries in developing and strengthening collaboration with community partners. 4) Administer grant funds for projects that ~~establish electronic links between libraries and~~ improve and increase library services through collaboration with community partners.	1) Libraries increase their collaboration and partnering efforts both locally and statewide.	1) # ~~and %~~ of state organizations and agencies the State Library partners with for specific activities. 2) # & % of libraries who partner with another organization, agency, school, or library in marketing or implementing a reading program.

Goals 3 – ~~The Idaho library community is recognized as providing effective services to fill all types of information needs~~ **Idaho libraries are recognized as valuable community and statewide resources.**

E. Identify and take advantage of a wide variety of funding opportunities.	1) Explore the interest in and benefits of establishing a statewide library advocacy group. 2) Continue to work for state support for library services. 3) Work with the library community to increase public funding options.		
F. Purchase computers and other technology when needed to implement the activities under this goal.			

TIMELINE

Most of the programs and activities are ongoing.

- Consulting is an ongoing service. We consult proactively, to encourage libraries to plan and implement services consistent with statewide priorities, and reactively, to help libraries solve problems.
- The statewide continuing education program is planned on a 3-year cycle. CE programs and activities are designed to support statewide priorities, and to provide opportunities to address needs of specific types of libraries and of different parts of the state.
- Planning, coordination, and implementation of statewide programs take place on an ongoing basis.
- Statewide advocacy campaigns and activities are planned and implemented annually to support the statewide programs and priorities. Support for local advocacy efforts are offered as needed through consulting and continuing education.
- The LSTA competitive grant cycle is run on an annual basis, with grant awards made in January or February. Subgrant applications are solicited that will support the statewide goals.

CRITERIA FOR PRIORITIZATION

The two highest priorities for statewide development are:

- Establishment, enhancement, or expansion of the services or infrastructure of a library network, and
- Annexation and/or consolidation into larger jurisdictions or creation of a library district.

Beyond that, we seek projects that develop or demonstrate the following characteristics:

- New models or levels of collaboration and resource sharing
- Changes in the existing infrastructure of cooperation or resource sharing
- Measurable impacts on specific groups of clientele, especially the un-served or under-served
- Synergistic benefits for participating libraries and partners
- Efficient leveraging of public funds
- Significant new steps toward development of formal regional networks or establishment of multi-county library districts
- High visibility for libraries as information service providers and community partners

EVALUATION PLAN

The State Library will continue to use a combination of techniques to evaluate the success of the activities in meeting our goals and priorities:

- Monitor activities of State Library administered (SLA) programs and subgrant projects–
  - SLA projects that may comprise an SLA program are evaluated at their conclusion, by the method chosen by the consultant providing that project. Subgrant projects are evaluated through quarterly and final narrative and financial reports. A few are selected for additional evaluation through our Peer Evaluation process.
- Coordinate peer reviews of selected projects
- Conduct surveys or assessments as needed
- Assess progress with the assistance of the Advisory Council as a part of the development of the annual Allocation Plan
- Review the 5-year plan in light of evaluative information and other developments, and revise as needed
- Incorporate outcome-based evaluation into appropriate projects

STAKEHOLDER INVOLVEMENT

The State Library has used a collaborative approach to program planning and development since 1985. Under LSTA, we continue to work with an advisory council and other representative task forces on the development of plans and major initiatives, and to collaborate with the Idaho Library Association (ILA), literacy organizations, and other groups with similar interests.

The advisory council and task force memberships are representative of the library entities in the State that include public, school, academic, and special libraries as well as those serving individuals with disabilities. They provide input at scheduled meetings during the year and individually on a more frequent basis, making the connection to the patron that the State Library utilizes in its planning efforts.

The State Library development staff has ongoing interaction with library directors, staff, and governing boards during site visits, training sessions, and regional or consortia meetings. This informal input and feedback is also integrated into our discussions and planning.

COMMUNICATION AND PUBLIC AVAILABILITY

The message that stakeholders, the library community and citizens of Idaho should receive from Idaho's State Plan is that we are striving to complete our mission of assisting libraries to build the capacity to better serve their clientele and how we propose to accomplish that. The State Plan was posted on our web site within days of its submission along with the evaluation results of the prior plan and other information of interest in the library community.

The State Library keeps the library community, informed and requests continual feedback through a newsletter (print and electronic), an Idaho library listserv (LibIdaho),

and the agency website, http://www.lili.org/isl.

The Idaho plan for 2003 – 2007 and annual updates are accessible through the State Library's website (http://www.lili.org/isl/grants.htm). Development staff uses the plan in the course of working with individual and groups of libraries in local and consortia planning. Progress of State Library administered projects and subgrants are also reported through the newsletter.

MONITORING

The State Library's Grants Officer has primary responsibility for monitoring the state's and subgrantee's performance and compliance with rules, regulations, and the State Plan. She works closely with the agency's Accountant and Consultant staff on fiscal and programmatic monitoring. Progress in state administered programs is monitored by the relevant lead Consultant and through monthly accounting system reports. Subgrantee projects are monitored by the assigned consultant and the Grants Officer through quarterly reports, site visits, and phone calls.

If the State Library feels a change is needed in this plan, those revisions will be incorporated in the annual plan revision, due April 1 of each year. If it is necessary to implement changes prior to that time, the State Library will contact our IMLS Consultant and discuss that revision.

ASSURANCES

The following certifications and assurances were attached to our original submission in July of 2002:

- Statement Of Program Assurances
- Certifications Regarding Debarment, Suspension and other Responsibility Matters:
- Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination
- Assurances of Non-Construction Programs
- Certification of Appropriate State Legal Officer